

# Oregon Department of Justice

## Petition for Public Records Order

When an individual is denied a request for public records from a state agency, that person may petition the Attorney General to issue a Public Records Order (PRO) by submitting this form to the Oregon Department of Justice (see [Oregon Public Records and Meetings Law](#)).

Requestor Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

I request the Attorney General to order the state agency named below to provide me with the following records (describe records):

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(continued on page 2 if necessary)

Name of Agency: \_\_\_\_\_  
Date of Records Request: \_\_\_\_\_ Date of Denial: \_\_\_\_\_  
Name of Official Who Denied Request: \_\_\_\_\_

Reasons for Denial, if Known (this information is optional but will help facilitate the Attorney General's review):

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(continued on page 2 if necessary)

Supporting documentation\* will arrive by: ☐ Email, ☐ Mail or ☐ Fax

You may submit this form to the Oregon Department of Justice by email, mail or fax to:

Email: [PublicRecordsOrder@doj.state.or.us](mailto:PublicRecordsOrder@doj.state.or.us)

Mail: Office of the Attorney General, Oregon Department of Justice  
1162 Court Street NE, Salem, OR 97301

Fax: 503-378-3784

\*Note: Petitioners are encouraged to attach (or enclose) copies of any supporting documentation, such as agency correspondence, with the Petition for Public Records Order form. Supporting documentation may be sent separately, if necessary, but it must arrive in a timely manner for review and proper consideration. If you have any questions, you may contact the Department of Justice by email or by phone at 503-378-4400 (see [How to Contact Us](#)).

